Mediacheck Model 325

Owner's Manual

3M Library Systems
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3M™ Mediacheck Model 325 Owner’s Manual

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Safety Information

Introduction

We provide important safety information and warnings to assist you in understanding and avoiding potential harm to yourself and possible damage to equipment during the installation and use of the 3M™ Mediacheck Model 325.

Although this manual describes potential hazards you may encounter during installation and operation of this product, we cannot predict all of the possible hazards and this list should not be a substitute for your judgment and experience.

Before you install and use this equipment, please read and observe all safety information and instructions in this manual.

If you are unsure about any part of this installation or of the potential hazards discussed, please contact your supervisor immediately.

Before you proceed with the installation, please read the Intended Use Statement and all safety messages.

Intended Use Statement

The 3M™ Mediacheck Model 325 is designed and tested for use in processing library materials with 3M™ Tattle-Tape™ Security Strips B1, B2, DVM-1, DCD-2, H1, and R2.

- The Mediacheck is designed for use in the library environment.
- The Mediacheck is not intended to be used with audiocassettes.

The product has not been tested or proven safe for other uses.

Safety Messages

We include safety messages and safety labels in this manual to help you protect your safety and the safety of others. This section contains important information to help you recognize and understand these safety messages.

Safety Message Format

Safety messages are designed to alert you to potential hazards that can cause personal injury to you or others. They can also indicate the possibility of property damage.

Each safety message box contains a safety alert symbol (⚠); one of three signal words: **DANGER**, **WARNING**, or **CAUTION**; and a safety message. The signal words and symbols and their meanings are shown below.

In addition to the symbols and words explained previously, each safety message:

- Identifies the hazard.
- Describes what you can and should do to avoid the risk of exposure to the hazard.
- Describes the probable consequences of not avoiding the hazard.

DANGER means you and/or someone else WILL be KILLED or SERIOUSLY HURT if you do not follow these instructions.

WARNING means you and/or someone else MAY be KILLED or SERIOUSLY HURT if you do not follow these instructions.

CAUTION means you and/or someone else MAY be HURT or property damage may result if you do not follow these instructions.

DANGER

The safety message is in this box.

WARNING

The safety message is in this box.

CAUTION

The safety message is in this box.

Safety Messages Contained in this Manual

The following safety messages appear in this manual:

CAUTION

This equipment may damage audiocassettes. Do not process audiocassettes inside the Mediacheck.

DANGER

This equipment contains high voltage. Risk of electric shock. Do not remove protective panels. Serviceable only by certified 3M technicians. No user-serviceable parts.

WARNING

Possibility of personal injury. The operation of the Mediacheck involves repeated body movements. To minimize any possibility of injury, avoid prolonged repetitive movements, rest when becoming fatigued, and, when possible, alternate job functions with other people. Avoid any awkward reaching for library items.

WARNING

If the Mediacheck is dropped, unplug the unit and do not use. Call for service.

Safety Labels

We include safety labels on the devices for your safety and the safety of others. Safety labels are designed to alert you to potential hazards associated with a piece of equipment that can cause personal injury to you or others. Safety labels can also indicate the possibility of property damage.

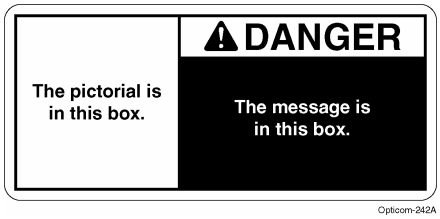
Please read all safety labels.

Explanation of Labels and Symbols

Each safety label contains a safety alert symbol (⚠); one of three signal words: **DANGER**, **WARNING**, or **CAUTION**; a pictorial showing the nature of the hazard; and a safety message.

The signal words and symbols, and their meanings, are shown below:

DANGER means you and/or someone else WILL be KILLED or SERIOUSLY HURT if you do not follow these instructions.



WARNING means you and/or someone else MAY be KILLED or SERIOUSLY HURT if you do not follow these instructions.

The following labels are applied to the equipment:

Refer to accompanying documents.

Risk of electric shock. Refer all servicing to manufacturer.

Safety Label Replacement

We consider safety labels to be an important part of all devices. Safety labels should be replaced immediately if they become hard to read.

If any of the safety labels are missing or cannot be read, please contact 3M Library Systems Technical Service for a replacement label.

Safety Label Locations

Read Installation Instructions in manual before connecting power cord.

STOP

Note: US and Canada use 115V

Stop label removed after installation

Front Label

This device complies with part 15 of the FCC Rules.
Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.

FCC Label

This Class A digital apparatus also meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Canada Label

3M Mediacheck Model 325 S/N:

c UL us
I.T.E.
LISTED
4P2H

100-120V~
200-240V~
60 /50Hz
0.8 / 0.4 A
100 W

CE

ACN 000 100 095

3M Library Systems
St. Paul, Minnesota 55144

Rear Label

Figure 1 Label Locations

EMC, USA, and Canada Compliance

FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can emit radiated radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Industry Canada Radio Frequency Rules and Regulations

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

CANADA: Pending

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

EMC Compliance Europe

This device complies with requirements of the EMC directive.

Japan

同梱の電源コードは当該製品専用です。

Installation

Specifications

Environmental

Do not place the Mediacheck in an enclosed area or any place where excess heat can build up.

Relative Humidity (operation)	5% to 95% RH, non-condensing
Relative Humidity (storage)	5% to 99% RH, non-condensing
Operating Temperature	32°F to 104°F (0°C to 40°C)
Storage Temperature	-40°F to 131°F (-40°C to 55°C)

Dispose of this product according to federal, state, and local disposal regulations to avoid hazards and harm to the environment.

Power Requirements

- 100 to 120 Vac, 0.8 A, 50/60 Hz, single phase, 100 watts

  or

- 200 to 240 Vac, 0.4 A, 50/60 Hz, single phase, 100 watts

The user must set the voltage selection switch (located on the Mediacheck rear panel) to the voltage supplied by the library.

Dimensions

Depth:	13.2 in. (33.5 cm)
Height:	9.4 in. (23.9 cm)
Width:	9.7 in. (24.6 cm)
Power cord length:	9 feet (2.74 meters)

Weight

Approximately 16.0 lbs. (7.26 kg)

Site Planning

Each library site has unique workflow and space requirements that you should consider when selecting a location for the Mediacheck.

⚠ CAUTION
This equipment may damage audiocassettes. Do not process audiocassettes inside the Mediacheck.

Workflow considerations

- Where will the Mediacheck be located? (circulation counter, back room, other)
- How are the items received for processing?
- Where are the items placed after processing?

Space considerations

- Is there enough space to process and store items (room for carts, stacks of items, etc.)?
- Is there enough room so that other library equipment will not interfere with the operation of the Mediacheck?

When CRT monitors and the Mediacheck are close, the monitor screen may experience image interference, such as color distortion or flickering. This tends to decrease as separation increases. The distance required to eliminate interference varies amoung monitors. The following guidelines work in most cases, however:

- To minimize image color distortion, place CRT monitors at least 18 inches (457 mm) from the unit.
- To minimize image flickering, place CRT monitors at least 24 inches (610 mm) from the unit.

It may be necessary to increase distances if interference persists. If monitors cannot be positioned far enough away to eliminate interference, try using LCD monitors, which are not affected by the Mediacheck.

Staff preferences and ergonomic considerations

- Does the location minimize the effects of repetitive motion?
- Does the location allow both tall and short staff members to work efficiently?

Equipment orientation

Position the Mediacheck in either of the two orientations shown:

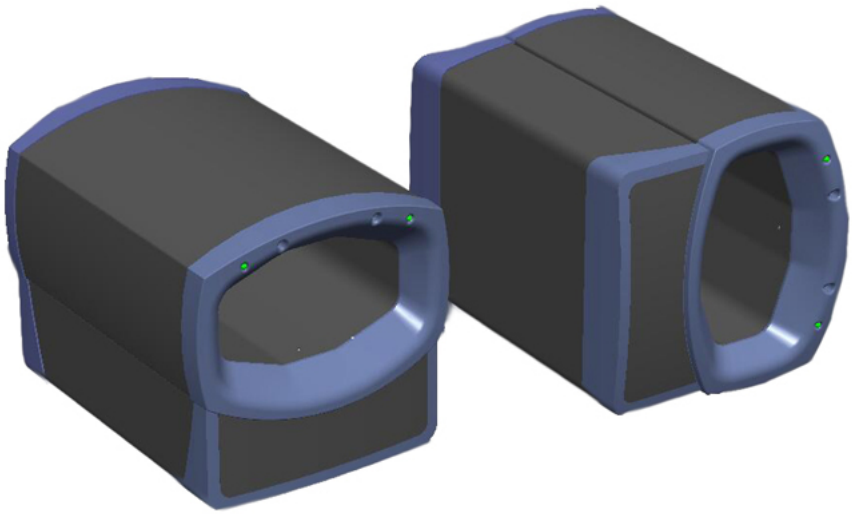


Figure 2 Mediacheck Orientation

DANGER

This equipment contains high voltage. Risk of electric shock. Do not remove protective panels. Serviceable only by certified 3M technicians. No user-serviceable parts.

NOTE: If the Mediacheck Model 325 is part of a SelfCheck System V-Series installation, setup is provided by a 3M technician.

1 Flip the power selection switch to the supply voltage used by your library.

NOTE: In the U.S. and Canada, use the 115 V. setting. The factory sets this switch to 230 V.

Keep all audiocassettes out of the Mediacheck.

2 Connect the power cord to the back of the Mediacheck.

3 Plug the other end of the power cord into a power outlet.

The Mediacheck is designed to be left ON continuously.

- After power is connected, the unit runs a diagnostic self-test.
- After a successful diagnostic self-test, the Mediacheck automatically switches to **Check-in** mode. The **Check-in** button light (located on the front panel) will be ON

325_OM_Voltage_switch

Figure 3: Power selection switch settings.

Operation

The 3M™ Mediacheck Model 325 allows library staff to perform fast and efficient check-in (sensitizing) and checkout (desensitizing) of videos, CDs, and print materials.

⚠ CAUTION
This equipment may damage audiocassettes. Do not process audiocassettes inside the Mediacheck.

⚠ WARNING	⚠ WARNING
Possibility of personal injury. The operation of the Mediacheck involves repeated body movements. To minimize any possibility of injury, avoid prolonged repetitive movements, rest when becoming fatigued, and, when possible, alternate job functions with other people. Avoid any awkward reaching for library items.	If the Mediacheck is dropped, unplug the unit and do not use. Call for service.

Keep all liquids away from the unit while it is on.

Overview

Media Options

The Mediacheck can desensitize and sensitize items equipped with the following 3M security strips: 3M™ Tattle-Tape™ B1, B2, DVM-1, DCD-2, H1, and R2 Strips.

Media Processing Guidelines

The Mediacheck can

- Damage audiocassettes. Do not place audiocassettes inside the Mediacheck.
- Process videos and CDs in their cases
- Process 3½" floppy disks that are in books
- Process multiple items simultaneously
- Process print materials that fit into the unit completely

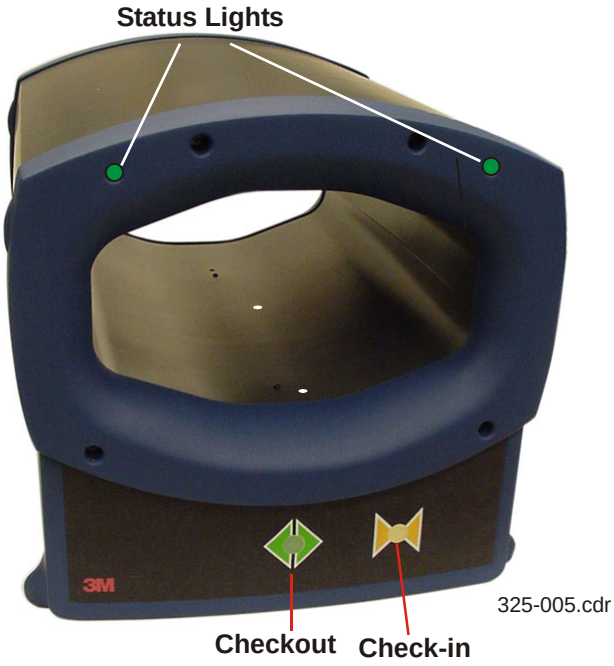


Figure 4 Controls and Indicators

Processing Items

This section consists of two procedures. The first describes how to use the Mediacheck when it is part of a SelfCheck™ System V-Series system. The second describes how to use it when it's operating in standalone mode.

Do not place audiocassettes inside the Mediacheck.

When the Mediacheck is part of a SelfCheck System V-Series

1 Follow the prompts on the V-Series touch screen to begin the check-in or checkout process.

Mediacheck switches are disabled when the unit is part of a SelfCheck System V-Series.

2 When the touch screen prompts you to place the item in the Mediacheck, and the Mediacheck status lights flash green, insert the item in the unit.

- The Mediacheck lights stop flashing and turn solid when the unit senses the library item.
- When the check-in or checkout operation is complete, the Mediacheck and the SelfCheck System will each produce a sound, indicating that the operation is complete.

3 Remove the item from the Mediacheck.

Standalone Mode

When you select an operating mode, the Mediacheck remains in that mode until you change it.

1 Choose a mode.

Mode	Action
Check-in	Press the **Check-in** button .
Checkout	Press the **Check-out** button .

2 Insert items through the front of the unit and toward the back until the items are processed.

When an item is processed the following occurs:

- The status lights turn green until the item is removed from the Mediacheck.
- The Mediacheck produces a short "beep."

3 Remove the item from the Mediacheck.

Volume Adjustment

The volume control allows you to adjust the volume of the “beep” sound that is produced each time an item is processed.

1 Process an item to check the current volume setting.

2 Adjust the volume setting:

- **To Increase the volume -** move the dial to the left.
- **To Decrease the volume -** move the dial to the right.

3 Process an item to check the new volume setting.

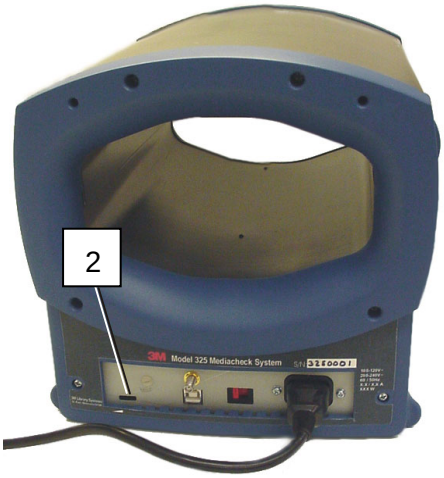


Figure 5 Volume Control

Cleaning

1 Remove power from the Mediacheck (disconnect the power cord).

2 Using a damp cloth (with or without mild detergent), wash all outside surfaces of the Mediacheck.

This includes the processing area inside the “tunnel” where the item sensors are located.

Troubleshooting

Condition	Things to Try
Status lights flash red.	• If the installation is new, check the voltage setting to ensure that the unit is set for the correct voltage. See **Equipment Setup** on page 12. • Unplug the unit, wait 10 seconds, and then supply power again. • Call 3M Service. (See **Service Information** on page 17 for service phone numbers.)
No beep sound during processing.	▪ Check the volume control on the back panel. (See **Volume Adjustment** on page 16.)
The unit doesn’t respond at all (no lights or sounds)	▪ Make sure the unit is plugged in. ▪ Call 3M Service. (See **Service Information** on page 17 for service phone numbers.)

Service Information

3M Service Phone Numbers

In the United States

1-800-328-0067

In Canada

- English 1-800-268-6235
- Français 1-800-567-3193

In Other Countries

Call your local 3M office.

System Information

When you call, please provide the system **model number** and **serial number**, located on the rear of the Mediacheck.

- **Model Number:** 3M™ Mediacheck Model 325
- **Serial Number:** _____ (see the rear label on the Mediacheck)